

Minutes

CCMC Committee Meeting – Thursday February 7, 2019, 10:00 A.M.,

Berlin Community Center, Berlin, CT

Committee members in attendance: Patricia Monahan, Denise Talbot, William Donlin, Patricia Mosio, Melissa McGuire, and Jennifer Gauthier

Committee member absent: John Rainaldi

Meeting called to order at 935 A.M by Committee Chair Patricia Monahan.

Minutes

Denise Talbot made motion to waive the reading of the minutes for the December 6th & 11th 2018 CCMC Committee meeting and to accept the minutes of the December 6th & 11th 2018 CCMC Committee meeting. Patricia Moio seconded the motion. 5 voted in favor, 1 abstention, motion passed

William Donlin provided an oral report of the Treasurer's activity and indicated a current balance of \$31,421.75. Denise Talbot made a motion to accept William Donlin's oral Treasurer's Report as presented. Patricia Moio seconded the motion. All voted in favor, motion passed

A discussion was held regarding the consulting services for CCMC Course III. Patricia Monahan had reached out to Stacey Kluczowski our consultant about working on CCMC Course III. A quote of \$3,000 was given on the CCMC Course III project. The consultant will work closely with Lisa Biagiarelli & Emanuel Cambra on CCMC Course III material. Patricia Moio made a motion to enter into a contract with Stacey Kluczowski for CCMC Course III project not to exceed \$3,000. Denise Talbot second the motion. All voted in favor, motion passed.

A discussion was held regarding the OPM compliance regulations. CCMC committee is a state agency. Minutes need to be posted within 7 days and votes within 48 hours. CCMC committee meeting minutes and calendars can now be viewed on our website.

A discussion was held regarding the spring CCMC Courses. The pre-course will be held on Wednesday February 20, 2019 and the instructors will be Denise Talbot and Melanie Yanus. 15 people registered for the pre-course have been in a tax office less than 6 months.

CCMC Course I will start Tuesday March 5, 2019 and the instructors will be Launa Goslee and David Greaves. The course has 22 registered students and 4 of the registered students work in an Assessor's office. Patricia Monahan indicated that 15 of the registered students have been in a tax office less than 6 months.

CCMC Course II will start Wednesday March 6, 2019 and the instructors will be William Donlin and Peter Juszczynski. 12 students are registered.

CCMC Course III will start Wednesday March 6, 2019 and the instructors will be Lisa Biagiarelli and Emanuel Cambra. 14 students are registered

CCMC Course IV will start Thursday April 4, 2019 and the instructors will be David Kluczowski. 13 students are registered.

A discussion was held regarding when payment is due. Some of the courses, especially Pre-Course & Course I often have a waiting list. Recently, some students registered for Pre-Course and Course I they attended only Pre-Course and did not show for Course I. No payment was ever received from these students. The Committee policy is payment should be received one week prior to the start of the first class.

A discussion was held about the Road Shows. The upcoming road shows are scheduled as follows: April 2 in Southbury with 9 people registered and May 14th in Stafford with 3 people registered, September 12th Winchester Town Hall, October 10th Voluntown Fire Department. The May 2019 Aqua Turf meeting was moved to the same

week as road show and not sure if registration is low for that reason. Denise Talbot will check on moving the May Road Show to a week earlier.

Fall 2019 audit classes

Class I – Melissa McGuire

Class II

Class III – Patricia Moio

Class IV

Grading of the final exam will be Thursday June 6, 2019 in Glastonbury at 10:00 A.M. A discussion was held on Final Exam revisions. John had sent out a proposed exam to replace the short essays. Patricia Moio and Denise Talbot would like to move toward new exam sooner rather than later. Patricia Moio made motion to modify final exam for the May test. Denise Talbot seconded the motion. All voted in favor, motion passed. A meeting will be scheduled for Thursday March 21st to review final exam.

A discussion was held to increase salary for the instructors. Patricia Monahan gave spreadsheets about expenses and income of classes and Road Shows. Last time teachers received increase in pay was 2015. Denise Talbot made motion to increase the instructor's salaries to \$800.

Suspended meeting 11:02AM

Reconvened meeting 2:32PM

Denise Talbot withdrew motion to increase the instructor's salaries. Tabling discussion on pay increases for instructors until Thursday March 21st meeting when all committee members can attend.

Patricia Moio suggested raising tuition prices for classes to have member and non-member prices.

William Donlin announced he is resigning from being the CCMC Committee treasurer in June of 2019.

Jennifer Gauthier announce OPM websites could upload all forms for all tax collectors to use.

Patricia Moio made motion to adjourn the meeting. Denise Talbot seconded the motion. All voted in favor, motion passed.

Meeting adjourned at 3:13PM

Respectfully Submitted,

A handwritten signature in cursive script that reads "Melissa McGuire, CCMC".

Melissa McGuire,